

Purpose Statement: Within the City of Sandpoint there are unique and distinctive older in-town residential neighborhoods and commercial districts which contribute significantly to the overall character and identity of the City and are worthy of preservation and protection. Some of these areas are currently on the National Historic Register. As a matter of public policy, the City of Sandpoint will act to preserve, protect, enhance, and perpetuate the value of the residential neighborhoods or commercial districts through the establishment of Historic Neighborhood Districts or Historic Commercial Districts.

Definition of Historic Neighborhood District (HND) or Historic Commercial District (HCD):

A Historic District is a neighborhood or group of buildings that have been designated together. The properties that make up the district may not, as individual properties, have enough significance to qualify as landmarks, but are important because they contribute to the overall character of the area.

The purposes of a Historic Neighborhood District or Historic Commercial Districts within the City of Sandpoint are as follows:

- To promote and provide for economic revitalization and/or enhancement
- To protect and strengthen desirable and unique physical features, design characteristics, and recognized identity, charm and flavor;
- To protect and enhance the livability of the City;
- To reduce conflict and prevent blighting caused by incompatible and insensitive development, and to promote new compatible development;
- To stabilize property values;
- To provide residents and property owners with a planning bargaining tool for future development;
- To promote and retain affordable housing;
- To encourage and strengthen civic pride; and
- To encourage the harmonious, orderly and efficient growth and redevelopment of the City.

A. Designation Criteria

To be designated a Historic Neighborhood District or Historic Commercial District; the area must meet the following criteria:

1. The area must contain a minimum of one block face (all the lots on one side of a block);
2. The area must have been platted or developed at least 50 years;
3. At least 75% of the land area in the proposed district is presently improved;
4. The area must possess one or more of the following distinctive features that create a cohesive identifiable setting, character or association;
 - A. scale, size, type of construction, or distinctive building materials;
 - B. lot layouts, setbacks, street layouts, alleys or sidewalks;
 - C. special natural or streetscape characteristics, such as creek beds, parks, gardens or street landscaping;

- D. land use patterns, including mixed or unique uses or activities; or
- E. includes, abuts or links designated historic landmarks and/or districts; or
- F. unites the area by virtue of past events, sites, buildings, structures or objects

B. Zoning Authority

Separate ordinances are required to designate each district. Ordinances designating each Historic Neighborhood District or Historic Commercial District shall identify the designated district boundaries, and specify the individual purposes and standards for that district.

1. **Overlay District** - Neighborhood Historic Districts and Historic Commercial Districts are designed as overlays to the underlying zoning districts. Property designated within these districts must also be designated as being within one of the General Use Districts. Authorized uses must be permitted in both the General Use District and the overlay district. Property designated as a Historic Neighborhood District or Historic Commercial District may have additional designations. Such property shall comply with all applicable use restrictions.
2. **Zoning Designation**

Note: To be determined by staff in conjunction with current code.

C. Initiation

To become a HND or a HCD the following steps must be completed:

1. 50% of the property owners (by Planning Department approved petition) within the proposed district or the City Council may initiate a request.
2. The Historic Preservation Commission shall review the City Council request or the property owners' petition to create an HND or HCD and make a recommendation to the Planning Department.
3. The Planning Department shall act on the recommendation through its established process for zone changes.
4. As a part of its analysis, the Planning Department shall include the following considerations and make specific recommendations:
 - a statement of objectives for the HND or HCD;
 - a description of current development activity in the neighborhood;
 - a proposal of who will participate in the process of drafting a HND or NCD rezoning proposal. A Committee structure shall include 10% of households in the initial boundary or twenty people, whichever is less, and the process shall be open to the entire neighborhood; and
 - the initial boundary with a map of proposed properties to be included in the HND or HCD .

D. Designation Procedures

1. Following initiation for designation of a HND or HCD, the Planning and Zoning Commission, or a Committee /Commission designated by the City Council with representation from P&Z, shall develop a plan for the proposed district that shall include:
 - A. maps indicating the boundaries, age of structures and land use of the proposed district;
 - B. maps and other graphic and written materials identifying and describing the distinctive neighborhood and building characteristics of the proposed district; and
 - C. an inventory of all structures within the proposed district; and
 - D. design standards for new construction, additions or alterations to the street facades of existing buildings or structures within the proposed district.
2. All owners of properties within the proposed district shall be afforded the opportunity to participate in drafting the overlay zone. An overlay zone shall be approved as part of a zoning change creating an HND or HCD. .

E. Design Standards

1. An ordinance creating an HND or HCD shall include design standards for new construction or placement of any building, structure, foundation, sign, public art or outdoor apparatus or equipment (including visible utility boxes or mechanical equipment, and any additions, alterations, relocation or rehabilitation to the street facades of existing buildings, structures, foundations, sign, public art, or outdoor apparatus or equipment.
2. The overlay zone, and requisite design standards shall not apply to those activities which constitute ordinary repair and maintenance, i.e., using the same material and design.
3. The Design Standards for the HND or HCD shall include the minimum following elements governing the physical characteristics and features of all property (public or private) within the proposed district:
 - A. building height, number of stories;
 - B. building size, massing (frontage, entrance location/features);
 - C. lot size, coverage;
 - D. front and side yard setbacks;
 - E. off-street parking and loading requirements;
 - F. roof line and pitch;
 - G. paving, hardscape covering.
4. In addition, the Design Standards may include, but shall not be limited to, the following elements:
 - A. building orientation;
 - B. general site planning (primary, ancillary structures);
 - C. density;
 - D. floor area ratio;
 - E. signage;
 - F. architectural style and details;
 - G. building materials;
 - H. garage entrance location;
 - I. front window, dormer size and location;

- J. landscaping;
- K. fences and walls;
- L. entrance lighting;
- M. driveways and sidewalks;
- N. satellite dishes, utility boxes;
- O. street furniture;
- P. public art;
- Q. demolition ;
- R. roof line and pitch.

F. Administration of Ordinance

1. No building permit shall be issued for new construction or an alteration or addition to the street facade of an existing building or structure within a designated HND or HCD without:
 - A. The submission and approval of design plans by the Planning Administrator with review and recommendations by the HND or HCD
 - B. The issuance of a building permit by the Public Works Administrator.
2. If the Planning Administrator determines that the design plans are not in conformance with the design standards adopted for the district, the Planning Administrator shall not approve the plans, and will issue Notification of Non-Compliance, identifying the specific Design Standards violated.

The applicant may appeal the Planning Director's determination to the City Council